



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 7.18

Subject: Publications Management

Supersedes: DCS 30.10, 11/01/04

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): No

Approved by:

Effective date: 07/01/01

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Application

To All Department of Children's Services Employees

Authority: TCA 12-7-101; 37-5-106

Policy

The Department of Children's Services will ensure that all departmental publications are in compliance with the Department of General Services Publications Committee statutes, rules, policies, procedures and guidelines.

Procedures

A. Definition of Publications

1. Publications are governed by the Department of General Services Records Management Division to direct the appraisal, preservation, and disposition of state records and to establish Records, Forms and Publications that are approved by the State Publications Review Committee.
2. Departmental publications is defined by the Department of General Services Publications Committee as "*printed material produced for distribution outside the State agency and State funds are used for preparation or printing.*" Publications include:
 - a) Bulletins/posters
 - b) Information sheets
 - c) Lists,

- d) Maps,
- e) Plans,
- f) Drawings,
- g) Pamphlets,
- h) Directories,
- i) Regulations,
- j) Laws and Rules,
- k) Official letterhead and envelopes,
- l) Manuals and booklets
- m) Student newspapers and annuals are exempt

**C. Appointment of
Departmental
Publications
Liaison, duties
and
responsibilities**

1. The Department of General Services requires the departmental Commissioner/designee to appoint a *Publications Liaison* to ensure that departmental publications are in compliance with the Department of General Services Publications Committee statutes, rules, policies, procedures and guidelines. The *Publications Liaison* for DCS is within the DCS Office of Information Systems.
2. The duties and responsibilities of the departmental *Publications Liaison* include, but are not limited to:
 - a) Serve as the Publications Coordinator for DCS Central Office publication requests.
 - b) Assist Publications Coordinators and staff in planning lead-time (approximately thirty (30) days in advance of official release date) in order to ensure compliance to General Service's publication policies and procedures.
 - c) Maintain a list of departmental Publication Coordinators and contact information within each regional office and DCS facility.
 - d) Request a proposed distribution list from the publication owner to keep on file with publication information.

- e) Ensure the policy regarding distribution of authorized publications is followed as outlined in ([The Rules of the Publications Committee - Rule Chapter 1190-1](#) on the Department of General Services Website. Enter "Publications Policy and Procedures" in the search engine).
- f) Monitor printing requests, purchase orders and requisitions to ensure that no publication is printed, reprinted or produced unless it has been authorized.
- g) Ensure that purchase orders and requisitions for the printing and production of publications contain the publication authorization number and specifications as authorized.
- h) Review proposed publication to determine the necessity, current applicability, purpose and compliance with the Department of General Services criteria for an official publication.
- i) Forward publication draft specifications to DCS Office of Finance and Program Support's budget division for approval of available funds.
- j) Develop and promote good management practices to control the cost and proliferation of publications.
- k) Forward the draft document to be published to the DCS Director of Communications for review.

**B. Appointment of
Central Office,
Regional and DCS
Facilities
Publications
Coordinators and
responsibilities**

1. A Publications Coordinator will be designated for each regional office, Youth Development Center, DCS group home and the DCS Central Office as outlined below:
 - a) **Central Office:** The departmental *Publications Liaison* will serve as the Publications Coordinator for DCS Central Office.
 - b) **Regional Offices:** Each Regional Administrator will appoint a State employee located in the Regional Office to serve as the Publications Coordinator for their region.
 - c) **DCS Group Homes:** The Director of DCS Group Homes will appoint a State employee to serve as the Publications Coordinator for all DCS Group Homes.

- d) **Youth Development Centers:** Each Youth Development Center Superintendent will appoint a State employee to serve as the Publications Coordinator for their facility.
- 2. Each DCS Regional Office and facility will submit the name and contact information of the staff that is designated as their Publications Coordinator to the DCS Publications Liaison.
- 3. DCS employees may prepare and submit documents and material for publication to their designated Publications Coordinator for review and processing.
- 4. The Publications Coordinator will review the proposed publication to determine the following guidelines:
 - a) Determine the purpose and justification for publication.
 - b) Ensure that enough lead-time (approximately thirty (30) days in advance of official release date) is planned for the approval, printing and distribution process.
 - c) Determine the quantity and quality needed based on the audience/target group(s) and the publication's purpose.
 - d) Design printing specifications around the capabilities of State Printing and Publications Guidelines (review [*The Rules of the Publications Committee \(Rule Chapter 1190-1\)*](#) on the Department of General Services Website) that include, but not limited to:
 - ◆ Paper size
 - ◆ Ink color
 - ◆ Layout design
- 5. Forward the proposed publication with specifications and instructions to the Publications Liaison in the DCS Office of Information Technology for processing.

**D. Responsibilities
of Director of
Communications**

The DCS Director of Communications will:

- 1. Conduct a thorough review of draft document content and edit language and grammar.
- 2. Contact publication owner if additional information is required.

3. Assist the DCS Publications Liaison in the publication planning and approval process.
4. After completion of review, forward the draft to the DCS Publications Liaison with any additional instructions and/or final processing.

E. Publications approval

1. After review by the Director of Communications, the Publications Liaison will attach form **GS-0539, Request For Publication Authorization** and forward the document or material to the DCS Commissioner/designee for departmental approval.
2. Upon final approval, the Publications Liaison will forward the document to the Department of General Services Publications Committee for approval and assignment of an authorization number and approval.
 - a) Requests for re-authorization must include a copy of the last publication.
 - b) New publication requests must include the proposed draft and layout instructions.
 - a) An authorization number is effective for one (1) year from the date of issue or upon completing the printing of the authorized quantity (except stationery).
 - b) Stationery authorizations are effective until the information changes and then it must be re-authorized.

Forms

GS-0539 Request For Publication Authorization

Collateral Documents

[The Rules of the Publications Committee \(Rule Chapter 1190-1\)](#)

Standards

None